EAS

UNITED STATES
POSTAL SERVICE®

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INTRODUCTION

Electronic Address Sequencing Service (EAS) provides an electronic option for processing address files for sequencing and/or qualification for Computerized Delivery Sequence (CDS). Electronic Address Sequencing is a service provided to mailers who have address lists containing at least 90 percent – but not greater than 110 percent – of the total POSSIBLE DELIVERIES in a 5-digit ZIP Code. Customers submit their address files to the National Customer Support Center located in Memphis TN for electronic processing.

All postal address products provide mailing address information and are not intended to provide physical location addresses. While the majority of the addresses found in the USPS database are physical locations, not all physical locations will be found in the USPS database.

This guide familiarizes potential customers with Address Sequence Services (DMM 507.7) and includes:

- Qualification procedures
- File format requirements
- Transmission procedures
- File fee calculations and payment methods

For more information on Address Management products, services and technical support, call or send correspondence to:

> ELECTRONIC ADDRESS SEQUENCE SERVICE (EAS) DEPARTMENT
> NATIONAL CUSTOMER SUPPORT CENTER
> UNITED STATES POSTAL SERVICE
> 6060 PRIMACY PKWY STE 201
> MEMPHIS TN 38188-0001
>
> 800-238-3150

QUALIFYING FOR CDS UPDATES

Mailers must meet specific qualification requirements in order to receive CDS updates. These mandatory requirements are in place due to federal privacy laws governing the distribution of address information. The USPS is bound by Title 39, preventing the Postal Service from providing name and/or address lists to any individual, company or organization. The process for qualifying to receive CDS updates specifies mailers demonstrate they possess a minimum of 90% of the possible delivery addresses in the ZIP Code and/or address group they wish to receive CDS updates. A possible delivery address is a full and complete address which qualifies to receive mail delivery from the USPS. The CDS Users Guide is available online at www.ribbs.usps.gov/files/CDS/

DMM 507.7 – Address Sequencing Service

Summary: 507.7 describes address card sequencing services, including the procedures for preparation and submission of address cards and files and the fees associated with each of these services. The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and post office box sections:

Level 1 (507.7.3.9)
- Remove undeliverable addresses (fee assessed)
- Sequence remaining addresses (no fee)

Level 2 (507.7.4)
- Remove undeliverable addresses (fee assessed)
- Sequence remaining addresses (no fee)
- Identify the location of missing addresses (no fee)

Level 3 (507.7.5)
- Remove undeliverable addresses (fee assessed)
- Sequence remaining addresses (no fee)
- Inserting missing or new addresses (fee assessed)

For the complete DMM 507.7 regulations see the current USPS Domestic Mail Manual.

Qualification Requirements

The qualification process for CDS is described in Domestic Mail Manual (DMM) 507.7. Customers may use either the manual card process or the electronic file process for qualification. DMM 507.7 describes the three levels of address sequencing service available. Customers trying to qualify for CDS must select service Level 3 (DMM 507.7.5), which provides sequencing of addresses (cards or files), removal of undeliverable addresses, plus inserting of missing or new addresses. Customers may attempt to qualify for all addresses in a ZIP Code, or select specific or a combination of address groups: city residential, city business, city all (business and residential), rural/highway contract routes or PO Boxes. Rural/Highway Contract routes and PO Box routes include both residential and business addresses. Not all ZIP Codes contain all address groups.

Customer address lists must comply with the following applicable requirements for each 5-digit ZIP Code that the customer wishes to receive delivery sequence information through CDS:

1. **City Carrier Residence-Only Group (City Res)** – If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible residential city carrier deliveries within the 5-digit ZIP Code area.

2. **City Carrier Business-Only Group (City Bus)** – If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible business city carrier deliveries within the 5-digit ZIP Code area.
3. **City Carrier Combination Residence and Business Group (City All)** – If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible city carrier deliveries within the 5-digit ZIP Code area.
4. **Post Office Box Group (POB)** – If the addresses (residential and business) are in a post office box grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible post office box deliveries within the 5-digit ZIP Code area.
5. **Rural Route and Highway Contract Route Group (Rural)** – If the addresses (residential and business) are in a rural route or highway contract route grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible Rural and Highway Contract deliveries within the 5-digit ZIP Code area.
6. **Combined Delivery-Type Group (All)** – If the addresses are in a grouping that combines all of the individual address groupings described in 1-5 above, the list must contain 90 percent (but not to exceed 110 percent) of all possible deliveries within each individual address grouping included in the list.

Qualifying For City, Rural And Post Office Box Addresses

CDS qualification of addresses, rural routes and Post Office Boxes:
1. The customer requesting CDS qualification must submit a Processing Acknowledgement Form (PAF) and a Delivery Unit Summary (DUS) and address cards to the local AMS office, or a PAF and a DUS and an electronic address file to the National Customer Support Center (NCSC) in Memphis TN.
   - PO Box qualification will be processed using the a) ALL POSSIBLE INCLUDING NO STATS process first, followed by b) ALL POSSIBLE NOT INCLUDING NO STAT process.
      a) ALL POSSIBLE INCLUDING NO STATS – When submitting more than 110% of all possible PO Box deliveries (including No Stats) customers must match the PO Box numbers exactly (a one for one match with no additional or omitted PO Box numbers). Failure to make a 100% exact match disqualifies the ZIP Code for CDS qualification and no file will be returned.
      b) ALL POSSIBLE NOT INCLUDING NO STAT – When submitting between 90% and 110% of the possible deliveries for PO Boxes you must maintain a 90% or better match rate to qualify for CDS.
   - If the PO Box addresses submitted for a ZIP Code meets the 100% exact match rule (item "a" above) the ZIP Code will be qualified for CDS. ZIP Codes submitted that do not match the 100% exact match rule will be re-processed under the ALL POSSIBLE NOT INCLUDING NO STAT (item "b" above) scenario.
2. Customers are notified if they qualify to receive CDS updates when they meet the qualification requirements as described in DMM 507.7
3. Current fees for address sequencing service are outlined in DMM 507.7.1. Fees for Address Sequence Service apply regardless if qualification is successful or not.   The Address Sequence Service fee is separate from the CDS update fee.
4. Customers wishing to receive updates for additional ZIP Codes and/or address group must submit their lists for qualification, as described previously.
5. Customers requesting Level 3 service will be allowed three attempts to qualify a ZIP Code for CDS within a 12-month period. Failure to qualify within three attempts within 12 months will result in suspension of 1 year for any additional attempts to qualify the ZIP Code(s) that failed. (DMM 507.7.3.2)

The AMS Manager or the NCSC returns updated cards/files to the customer upon completion of the address sequence service process. Cards and files are not returned when qualification requirements are met. It is the customer's responsibility to provide payment for the address sequence service

process within 30 days of the date of the invoice. Failure to do so will result in USPS product suspension and CDS requalification to be reinstated.

SEED ADDRESSES

In order to assist list owners in protecting their address lists and to help prevent fraudulent use of rented or leased address files, a seed address process has been implemented. Each CDS customer who rents or leases their address file can be provided seed addresses for each qualified ZIP Code and address group if desired. Seed address should be included in customer address files only when the list is rented or leased. Seed addresses are unique to each customer and will be identified in the Address Sequence Service process. This prevents their address files from being qualified by someone else without permission. Seed addresses should be removed from the customer's address file when sold to someone else. Seed addresses also should not be used if the customer does not rent or lease their files.

All requests for electronic DMM 507.7.5 processing are posted on a password secured web site. The company name, contact name, mailing address, address groups requested and ZIP Code requested for sequencing will be listed. Access to this site is made available to CDS customers only. Passwords for access can be granted upon request.

WHAT ARE THEY and WHERE DO THEY COME FROM?
Seed addresses are fictitious addresses created by the USPS and provided to USPS Computerized Delivery Sequence (CDS) customers. CDS customers who rent or lease their lists to individuals or list brokers are deemed List Owners. The qualified CDS customer/List Owner should include the seed address in the address list files that it shares with other parties to help identify their address lists.   The seed addresses are created to fit within existing addresses in an address list so they are not conspicuous and each seed address is identified as belonging to a particular CDS qualified customer. The appearance of a seed address or addresses in an address list submitted for Address Sequence Service may indicate mistaken use or mis-use of the address list.

I OBTAINED AN ADDRESS LIST FROM ANOTHER PARTY. HOW DO I KNOW IF A LIST HAS SEED ADDRESSES?
You won't know. Since the purpose of seed addresses is to assist a List Owner who shares its lists with others to identify possible misuse of its address lists for CDS qualification, the seed addresses are not easily identified by a mailer. What a mailer can do is ask the right questions and make certain to obtain written permission to use the list for CDS qualification when obtaining a list from a list broker, vendor or anyone offering you the use of a list, whether for a fee or at no charge.

Questions to ask:
- What am I permitted to do with this list? Options may be to use it 1 time, 3 times, or unlimited times within a specific time period. You may be allowed to copy the list to your computer, or you may only be supplied with a set of labels.
- Advise the party that you wish to submit the address list to the USPS in order to obtain CDS qualification. Ask them if they know what CDS qualification is? Am I permitted to use this list for CDS qualification? If so, the USPS requires a letter of authorization which allows me to submit the address list for CDS qualification. Can you provide the letter of authorization?
- Are you the owner of this list or are you acting on behalf of another party who owns the list? Who is the owner of the list?

WHAT HAPPENS IF A SEED ADDRESS IS FOUND IN MY ADDRESS LIST?
If the USPS identifies one or more seed addresses in the address list submitted for CDS qualification, the USPS will disqualify the address list for the ZIP Code(s) containing seed addresses, unless a letter of authorization is received from the List Owner. Any address lists for ZIP Code(s) not containing seeds will continue to be processed and if they meet qualification criteria, will be qualified for CDS. The USPS

will notify the List Owner and the mailer submitting the address lists for CDS qualification that it has identified seed addresses, and the ZIP Codes in the address lists in which the seed addresses appeared.

Payment for Electronic Address Sequencing (EAS) processing is due regardless of qualification results. Disqualification due to the presence of seed addresses does not cancel fees due for the processing of the disqualified Zip Code(s). Failure to pay for Electronic Address Sequencing (EAS) processing may result in the cancellation of the customers CDS subscription and/or collection efforts.

LIST OWNER RESPONSIBILITIES
Seed addresses should be included in address list files whenever the list is provided to a third party to help the List Owner identify the list as its' own and prevent possible mis-use of the addresses. List Owners should remove seed addresses from the customer's address file when permission to use the list for CDS qualification is granted. The purpose of seed addresses is to identify mis-use of address lists and <u>should</u> <u>not</u> be used in mailings made by the List Owner.

PREPARING AND SUBMITTING FILES

Qualifying for CDS requires the following steps:

1. **Obtain a list.**
   You may already have a list that you have been using or you may need to obtain a list from a source outside of your organization. Lists can be created from subscribers to your services, customers visiting your store or website, or obtained through public records. Lists may be purchased from others, but ensure that you have obtained permission to use the purchased or rented list for the purpose of CDS qualification. For more information read the section on Seed Addresses in this guide.

   It is important that mailers process their address file through USPS CASS-certified address-matching software containing delivery point validation and retain the standardized address, prior to submitting for Electronic Address Sequencing (EAS) processing. The quality of the addresses submitted to Electronic Address Sequencing (EAS) will directly affect whether a list meets qualification requirements and could result in lower match rates and higher processing costs.

2. **Format your list for submission**
   The Electronic Address Sequence service program requires files be submitted in a specific format. Customers choosing to use the manual card process must create individual cards for each address. Information regarding the manual process can be found in the DMM, section 507.7

   Submit your address list in the required format. Electronic Address Sequencing (EAS) is a totally automated system which requires files to be submitted in the correct format. Careful preparation of your list helps ensure address matching in the EAS process. Files not in the required format may not process accurately and result in a high number of non-existent/undeliverable addresses when the program fails to match the address information in your file with the AMS database. EAS personnel may not make changes to your files for you. NCSC policy does not allow us to manipulate customer data submitted for Electronic Address Sequencing (EAS) Service or Computerized Delivery Sequence file qualification. Manipulation of data includes, formatting, adding information, deleting information, reformatting a file layout, etc.

   If multiple files are submitted on a set of media, each file name must be unique. The program will not recognize duplicate file names. Individual files for each ZIP Code are not required; multiple ZIP Codes can be included in one file.

3. Submit your list
Mailers must submit a completed Delivery Unit Summary (DUS) Form and Processing Acknowledgement Form (PAF) when submitting their file to the Postal Service in order to obtain Level 3 service for an address list. These forms can be found at:
http://ribbs.usps.gov/files/CDS/.

Delivery Unit Summary (DUS):
▪ When submitting multiple ZIP Codes for EAS you may fill in the ZIP Code box with "various" and attach a spreadsheet listing the ZIP Codes being submitted. Individual Delivery Unit Summaries for each ZIP Code are not required for EAS. (Customers submitting address cards for manual processing at the Delivery Unit must complete individual Delivery Unit Summaries for each ZIP Code and enter the specific route information required on the form.)
▪ Indicate the address groups (City Residential, City Business, City Residential/Business, Rural or PO Box or All) that you wish to qualify for. Files should only include addresses for the address groups you wish to qualify in. Including addresses from other address groups will halt processing when the percentage of addresses submitted versus the possible deliveries for the address group(s) you've selected exceeds 110%.
▪ Counts for ZIP Codes should be provided by address group by ZIP Code, i.e., ZIP Code 12345 – PO Box 454, City Residential 1783. Counts by individual Carrier Route are not necessary for Electronic Address Sequence Service.
▪ Customer generated DUS's must include all of the information found on the current DUS.

Processing Acknowledgement Form (PAF)
Mailers must submit information concerning the origin or acquisition of the address list submitted to the Postal Service. A mailer must include a signed type-written letter on company letterhead with the PAF form describing how the address list was developed if the list was not acquired from a third party. If instead, a mailer states on the PAF form that it has acquired the address list from a third party, the Postal Service requires the mailer submit written documentation (List Owner Authorization Letter) from the owner of that address list (including any CDS subscriber who may have inserted seed addresses in to the address list), that authorizes the mailer to submit the address list to the Postal Service in order to obtain Level 3 service. The authorization must set a date after which the mailer is no longer authorized to submit the address list to the Postal Service for Level 3 service.

Complete the required forms and submit them, along with your list, to the National Customer Support Center (NCSC) in Memphis, or the AMS office responsible for the ZIP Code. Customers using the EAS process for the first time may submit only one (1) ZIP Code on their first submission to ensure their file meets processing requirements and avoid costly mistakes due to unfamiliarity with the program. Upon receipt of your list the AMS office or NCSC will begin the Address Sequencing Service process. You will be notified of the results when the process has been completed.

Electronic files may be submitted on diskette, CD-ROM, e-mail or HTTPS. Email files are limited to 3 meg and must be zipped and sent as an attachment. Larger files should be sent on disk or CD by mail or transmitted via the internet. FTP files must be limited to 500,000 records per file. There is no limit on the number of files submitted. When submitting electronically, the completed Delivery Unit Summary (DUS) and Processing Acknowledgement Form (PAF) can be faxed to our EAS Department at 901-821-6252. Mailing, email and web address information can be found on the DUS. Electronic files will be processed and returned within 15 business days of receipt of a properly prepared request.

IMPORTANT: Make a copy of your file prior to submitting for processing. The NCSC does not maintain copies of files submitted for EAS processing.

Electronic Transmission

Files can be uploaded to the USPS RIBBS website for processing. The file size limit is 500,000. Make sure to use a unique file name and write that file name on your Delivery Unit Summary.

1. UPLOAD - Web Instructions
    1. Access https://ribbs.usps.gov/files/EAS/customers/EASuser <enter>
    2. Enter user name and password (contact the EAS Department for user name and password)
    3. Select upload.cfm
    4. Select the file you wish to upload by entering the path and filename or click browse to find the correct file. Select the file, click open, and then click upload.

Cartridge, Disk, CD-Rom or DVD

Files for EAS may be submitted on Cartridge, Disk, CD-Rom or DVD. Media, along with the Delivery Unit Summary, Processing Acknowledgement Form and additional required documents, should be mailed to the National Customer Support Center, EAS Department, United States Postal Service, 6060 Primacy Pkwy Ste 201, Memphis TN 38188-0001.

PROCESSING

Electronic Address Sequencing (EAS) files will be processed within 15 business days of receipt and are processed in the order received by the EAS Department at the National Customer Support Center in Memphis TN.

If a CDS List Owner Seed Address is identified in the qualification process, the CDS List Owner, as identified by the unique seed address and the mailer will be notified.

All ZIP codes and/or address groups containing seed addresses will be disqualified. Customers will not receive any address information from the NCSC for any ZIP codes and/or address groups disqualified due to the presence of seed addresses.

The CDS subscriber and the mailer, as well as any intermediaries or list brokers (if any), will be responsible for independently resolving issues concerning the proper use of the address list without Postal Service involvement.

Mailers are permitted to submit each ZIP Code for Level 3 processing a maximum of three (3) times within a 12 month period. Failure to qualify within the 3 attempts within 12 months will results in suspension of 1 year for any additional attempts to qualify the ZIP Code (DMM 507.7.3.2). The Postal Service, however, will continue its existing practice of processing ZIP Codes and address groups without seed addresses in the address list submitted by the mailer.

The appropriate USPS District Address Management Systems Office will be notified when a customer has been disqualified after 3 submissions for the same ZIP Code and/or address group within a period of 12 months. The District AMS Office will be responsible for notifying the delivery unit of the disqualification. The district or delivery unit as well as the NCSC will not accept the disqualified customer's ZIP Code for a subsequent processing for a period of one year.

Upon completion of processing customers will receive an Electronic Address Sequencing (EAS) Detailed Statement, a Not Found File (if applicable) and an invoice for the fees associated with processing the file.   Files submitted for level 1 or 2 processing will also receive the updated file on the same media as originally submitted.

Detailed Statement

The EAS Detail Statement includes the following information in column format:

Column 1 - Qual P, Q, S – Qualification status.
    P = Pre-qualified   Addresses Submitted was more than 90% and less than 110% of the number of possible deliveries.
    Q = Qualified   Addresses Matched was more than 90% and less than 110% of possible deliveries.
    S = Seed Address   A seed address belonging to another CDS customer was found.

Column 2 – Addresses Submitted by the customer for these ZIP Codes were found in the file submitted.

Column 3 – Address Group customer has requested qualification in.
                City All   City Residential and City Business addresses
                City Res   City Residential only
                City Bus   City Business only
                PO Box   PO Box only (both city and residential addresses)
                RR/HC   Rural Route and Highway Contract routes only
                                 (both city and residential addresses)

Column 4 – Percentage Submitted is the percentage of the number of addresses submitted by the customer compared to the number of possible deliveries in the ZIP Code and/or address group.

Column 5 – Percentage Matched is the percentage of the addresses submitted by the customer matching the possible deliveries in the AMS database.

Column 6 – Addresses Submitted is the number of address submitted by the customer.

Column 7 – Addresses Matched is the number of addresses submitted by the customer that match the AMS database.

Column 8 – Addresses Converted through LACS (Locatable Address Conversion System).

Column 9 – Non-Existent Addresses are addresses found in customer file that do not match the database. Includes No Stat addresses.

Column 10 – Missing Addresses is the number of addresses (possible deliveries) for the ZIP Code/address group not found in customer file.

Column 11 – Fee – The charge incurred in processing your file.
- If the ZIP Code/address group did not prequalify there is no charge.
- If the ZIP Code/address group prequalified for the 90-110 percentage but did not qualify at the address level, charges are for removal of each non-existent/undeliverable address only.
- If the ZIP Code/address group qualified charges are issued for removal of each non-existent/undeliverable address and each missing address.

Column 12 – Possible Deliveries – The number of valid delivery points in the database for this ZIP Code/address group.

Not Found File

The Not Found file contains addresses submitted by the customer that did not match addresses in the AMS database. Each address in the Not Found file is coded with a reason code. Not Found files will be returned for ZIP Codes that failed to qualify for CDS. The Not Found file is not returned for ZIP Codes that qualify for CDS. Not Found files will be maintained for 60 days at the NCSC following file processing.

FEES AND PAYMENT

The processing fee for Address Sequence Service is $.30 for each card or address removed because of an incorrect or undeliverable address and $.30 for each card or address inserted for missing or new addresses. (DMM R900.2.0). An invoice will be included with the information returned following completion of EAS processing.

Payment is due thirty days from the date of the invoice, regardless of qualification results. Additional files will not be accepted for processing when a customer is delinquent in making payment. ZIP Codes qualified for CDS will not be released for CDS fulfillment until payment is received for Electronic Address Sequencing (EAS). Failure to pay for Electronic Address Sequencing (EAS) services may result in the suspension of all CDS fulfillment. Suspension of CDS will require re-qualification (see CDS User Guide).

FILE LAYOUTS

Customer Input File Format

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU		CONTENT NOTES
	ELECTRONIC ADDRESS SEQUENCING CUSTOMER INPUT FILE FORMAT‡				
1	FILLER	01	01	01	BLANK
2	ZIP CODE	05	02	06	
3	CARRIER ID	04	07	10	
4	FILLER	07	11	17	BLANK
5	PRIMARY NUMBER ②	10	18	27	
6	STREET PRE DIRECTIONAL	02	28	29	
7	STREET NAME ①	28	30	57	
8	STREET SUFFIX	04	58	61	
9	STREET POST DIRECTIONAL	02	62	63	
10	SECONDARY UNIT DESIGNATORS	04	64	67	
11	SECONDARY UNIT NUMBER	08	68	75	
12	FILLER	14	76	89	BLANK
13	URBANIZATION LOCALE KEY†	06	90	95	
14	FILLER	06	96	101	BLANK
15	CUSTOMER KEY*	05	102	106	

‡ The file must end in a .txt extension

† Puerto Rico only

* This position can be used to contain any alpha or numeric characters you wish to assign to identify the address record. It may also be left blank.

Rural Route & PO Box addresses:
① Example: RR1 Box 15   RR1 is the STREET NAME   15 is the PRIMARY NUMBER
② Example: PO Box 15   PO Box is the STREET NAME   15 is the PRIMARY NUMBER

All information should be left justified within the field. Any bytes not used in the field must be left blank.

Not Found File Format

ELECTRONIC ADDRESS SEQUENCING NOT FOUND FILE FORMAT ‡				
FIELD REFERENCE NUMBERS	**FIELD DESCRIPTION**	**LOGICAL LENGTH**	**RELATIVE POSITION FROM/THRU**	**CONTENT NOTES**
1	FILLER	01	01-01	BLANK
2	ZIP CODE	05	02-06	
3	CARRIER ID	04	07-10	
4	FILLER	07	11-17	(See Codes)
5	PRIMARY NUMBER	10	18-27	
6	STREET PRE DIRECTIONAL	02	28-29	
7	STREET NAME	28	30-57	
8	STREET SUFFIX	04	58-61	
9	STREET POST DIRECTIONAL	02	62-63	
10	SECONDARY UNIT DESIGNATORS	04	64-67	
11	SECONDARY UNIT NUMBER	08	68-75	
12	FILLER	14	76-89	BLANK
13	URBANIZATION LOCALE KEY†	06	90-95	
14	FILLER	06	96-106	BLANK

‡ The file is returned as an ASCII fixed length format

* Analysis Codes

† Puerto Rico only

The "Not Found" file can consist of non-valid addresses, duplicate addresses, or addresses not within the address grouping specified.

Not Found File Analysis Codes

UNKQL Addresses that do not match to the DSF file and have no carrier route ID.

BLANK Blank records found in the file that could not be used.

BADZP Addresses with non-numeric ZIP Codes that could not be used.

DEFLT Highrise addresses with missing or invalid secondary information *or* Rural route addresses with missing or invalid box number.

XSTAT Addresses that are physical locations/addresses but to which the postal service does not deliver mail. (also known as No Stats)

NODEL Address elements are correct and the primary number is in range but is not a delivery point.

ENGNO Address could not be matched to the ZIP+4 file or the DSF file.

ENGYS Address matched ZIP+4 file but not DSF file. Generally indicates a bad primary number.

ENGSN Address matched ZIP+4 file but not DSF file due to the presence of unneeded secondary information.

Field Definitions

Carrier Route ID - A 4-byte code assigned to a given mail delivery or collection route within a 5-digit ZIP Code area. The first character of this identification is alphabetic; the last three are numeric:
    Bnnn = PO Box
    Hnnn = Highway Contract Route
    Rnnn = Rural Route
    Cnnn = City Route
    Gnnn = General Delivery

Customer Key - A position used by a customer to identify a record. It may contain any alpha or numeric characters or may be left blank.

Filler - Space available for future enhancements.

Primary Number - The numeric or alphanumeric component of an address preceding the street name – often referred to as the house number. Delivery address numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the address number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

Secondary Unit Designator - A descriptive code that identifies the type of secondary address range.

Value	Description	Value	Description
APT	Apartment	PIER	Pier
BLDG	Building	REAR	Rear
BSMT	Basement	RM	Room
DEPT	Department	SIDE	Side
FL	Floor	SLIP	Slip
FRNT	Front	SPC	Space
HNGR	Hangar	STE	Suite
LBBY	Lobby	STOP	Stop
LOT	Lot	TRLR	Trailer
LOWR	Lower	UNIT	Unit
OFC	Office	UPPR	Upper
PH	Penthouse	KEY	Key

Secondary Unit Number - The alpha and/or numeric number that specifically identifies a unit at an address. The number may represent an apartment, room, suite, floor, space, or other similar addressable unit. Apartment or room numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

Street Name - The official name assigned to a street by a local governing authority. This field contains only the street name and does not include directional or suffix components. This element may also contain literals (e.g., PO Box, General Delivery, USS, PSC, or UNIT). Numeric street names that have numeric components of four characters (or less) are aligned so the low-order digit of the number is in the fourth position of the field. This shift is made so that the numeric street names appear in numeric sequence.

Street Post-Directional - A geographical direction following a street name.

E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Pre-Directional - A geographic direction preceding a street name.

E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Suffix - A standard USPS code for a word frequently appearing as a trailing designator in street addresses. See the latest version of Publication 28, Postal Addressing Standards, for a complete list of street suffix abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Examples Street Suffix Abbreviations

ALY	Alley	AVE	Avenue
BYU	Bayou	BCH	Beach
CYN	Canyon	CTR	Center
CIR	Circle	CV	Cove
DV	Divide	DR	Drive
FLS	Falls	FRY	Ferry
FLD	Field	FLDS	Fields
RNCH	Ranch	RPDS	Rapids
RST	Rest	RDG	Ridge
RIV	River	RD	Road
STRM	Stream	ST	Street
SMT	Summit	TER	Terrace
TRCE	Trace	TRAK	Track
VLG	Village	VW	View
VIS	Vista	WALK	Walk

Urbanization Locale Key - The locale key of an urbanization for a given delivery point; it is used only with addresses in Puerto Rico. This field is used to locate the urbanization name in the City State Product.

ZIP Code - ZIP is an acronym for Zone Improvement Plan. It is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition) or a single building or company that has a high mail volume.

DEFINITIONS

Active Deliveries – Active deliveries do not include Vacants and PO Box Throwbacks.

Address Management System (AMS) – This system administers the master database that serves as the USPS's official record for the national 5-digit ZIP, ZIP+4 and carrier route codes and city state information. AMS's primary purpose is to provide the delivery and distribution information necessary to support addressing, preparation and processing of mail and provide a variety of customer products.

Carrier Possible Deliveries (PDs) –
- Delivery points which currently receive or have received delivery
- Delivery points on city routes to which carriers do not deliver because of alternate delivery PO Box or caller service (city routes only)
- Delivery points on city routes vacant longer than 90 days and likely to be long-term vacancies, which are not considered seasonal (city routes only)
- Delivery points delivered seasonally and are uniquely identified in the base file.

Coding Accuracy Support System (CASS) Certified Software – improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software. For additional information on CASS see DMM A950.

Computerized Delivery Sequence (CDS) – A USPS 5-digit ZIP Code based product designed to provide delivery sequence information, by carrier delivery route for qualified customers through a computerized medium.

Domestic Mail Manual (DMM) – The DMM contains regulations for domestic mail services and is revised and published periodically,.

Five-digit ZIP Code – A numeric code that identifies areas within the United States and its territories and possessions to simplify USPS mail distribution. The five digits of the ZIP (Zone Improvement Plan) Code identify the individual post office delivery station associated with the address. This area is also called a "zone."

Post Office Box Possible Deliveries – Box numbers within a box section that currently receive or have previously received delivery.

No Stats – an indicator flag at the delivery point level that can be set in AMS to indicate no delivery and that the address is not to be counted as a possible delivery. Addresses where delivery has not been established are to be coded as No Stats.

Throwback – An address for a customer who rents a PO Box or a Caller Box and does not have a mail delivered to the street address.

Vacants - Addresses that do not receive delivery and are vacant for 90 days or more are coded with the Vacant indicator. This indicator is removed when delivery resumes.